



## Manitoulin-Sudbury District Services Board

### 2010 Second Quarter Activity Report

Sept. 23, 2010

The following is the most recent consolidated Quarterly Report which we are sending to member municipalities and posting on our public website. Expect Quarterly Reports in February, May, September and November of each year.

The program statistics are provided separately and updated monthly on the website by clicking the following link: [Monthly Program Statistics](#)

### CAO Overview

The vacant position of Chief Administrative Officer was formally filled by the appointment of Fern Dominelli at the June 2010 Board meeting. Mr. Dominelli has been acting in the capacity of CAO since November 2009 and has been employed by the Board in a senior management position since August 2000.

As of May 31st, Steve Broadhurst has been appointed to the role of Supervisor Infrastructure & Asset Management. Steve will report to Connie Morphet, Director of Finance and Administration.

In the second quarter of 2010, the DSB held an Annual General Meeting (AGM) in Espanola on April 15. The AGM was well attended with 27 representatives from the 18 municipalities and Territories Without Municipal Organization (TWOMO). The entire agenda, presentations and minutes are available on the DSB website by clicking the following link [Annual General Meeting](#)

At the April Board meeting, the DSB auditors presented the 2009 financial statement and the DSB ended the year with an overall surplus of \$210,511. By Board resolution the \$210,511 surplus was distributed to the DSB's member municipalities as per the apportionment formula in place in the year 2009. The DSB Audited Financial Statements back to 1999 are available on the DSB website by clicking the following link: [Audited Financial Statements](#)

The DSB 2010 second quarter financial report was presented to the Board and projects a year-end surplus of \$151,610. The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

In June the Board approved the new General Administration Manual which was created in order to house all of the DSSAB's policies, procedures and practices in one manual. There are four specific sections in the Manual: General Administrative

Policies, Board Governance, Financial and Emergency Planning. The DSB General Administration Manual is available on the DSB website by clicking the following link: [General Administration Manual](#)

## Children's Programs

### Best Start Child Care

On June 22, 2010 the Assistant Deputy Minister, Jim Grieve sent all CMSM's/DSSAB's the Extended Day Fee Subsidy Guideline. The Ministry of Education and school boards can now enter into partnerships with Consolidated Municipal Service Managers (CMSM's) and District Social Services Administration Boards (DSSAB's) for the administration of fee subsidies for the extended day program. In 2010-2011, up to \$11.97 million is available across the province for extended day fee subsidies. Those extended day fee subsidies are 100% provincially funded, with no municipal cost-sharing requirement.

On April 27 Bill 242, "The Full Day Early Learning Statute Law Amendment Act, 2010" was passed in the Legislature. This act amends the Education Act to mandate that all school boards offer full-day learning for four- and five-year-olds, including the before and after school program.

On April 27 the Minister of Education, Leona Dombrowsky and the Minister of Children and Youth Services, Laurel Broten announced that Child Care legislative responsibilities will be transferred from the Ministry of Children and Youth Services to the Ministry of Education. For the DSB, this will mean one additional provincial Ministry to deal with, meaning having to further develop relationships with the Ministry of Education.

On June 16, 2010 the Ministry of Education confirmed site selections for Year Two implementation of the full-day learning. In Year Two, the only school chosen in the Manitoulin-Sudbury DSB jurisdiction for the implementation of full-day learning is the Central Manitoulin Public School (Rainbow District School Board).

The Ministry of Education (MOE) has approved a specific number of schools per School Board to deliver full day learning. The MOE approval means that schools approved for full-day learning will be funded by the MOE and they are required to provide the Extended Day programming where financially feasible based on the number of children enrolled in the before and after school program.

The English Language School Boards in the Manitoulin and Sudbury Districts have made a decision to provide and directly fund full-day learning for 4- and 5-year-olds in all their schools starting September 2010. The French Language School Boards in the Manitoulin and Sudbury Districts had previously introduced full-day learning for 4 and 5-year-olds several years ago. This full-day learning funded directly by the School

Boards does not include the Extended Day programming for children before and after the school day.

### **Child Care Providers**

In the Manitoulin and Sudbury Districts Child Care Providers are dealing with a reduction in children in their centres because of the implementation of full-day learning introduced by the Ministry of Education in selected schools.

Additionally they are seeing a reduction of children in their centres as all four School Boards in the Manitoulin and Sudbury Districts are now providing full-day junior kindergarten for 4- and 5-year-olds as of September 2010.

Many policy changes are happening at the Ministry of Education (MOE) and Ministry of Community and Youth Services (MCYS) level. Because these changes are being phased in over multiple years, the full impact on local child care providers is not absolutely clear at this time. With all 4- and 5-year-olds moving to the Full Day Learning in schools and possibly Extended Day in selected schools, the government has committed to assist CMSMs/DSSABs with addressing the challenges. Details of this commitment include:

- \$51 million in operating costs and fee subsidies over 5 years, to support those children up to age 4 who are moving into the child care system as 4- and 5-year-olds move to the Full-Day Kindergarten program. After year 5, this funding will remain at \$51 million annually.
- \$12 million for capital related to the stabilization of the child care system. This is time-limited funding and will expire after five years.
- Funding allocations have been based on risk assessment surveys already submitted to MCYS by service system managers.
- Programs for children aged 0 to 3.8 years will continue to be cost-shared by municipalities at 80/20, while the fee subsidies for the Full-Day Kindergarten program (children ages 4 to 12) will be 100% Provincial dollars.

Child Care Service Providers are meeting during the summer and looking closely at the present child care fees structure to ensure that their operations do not fall into a deficit position.

### **Board Governance Training for Licensed Child Care Service Providers**

The Board Governance Training is completed. The Providers were given a manual template containing nine (9) fully developed policies and procedures to help them in developing their own policies that will be adapted to their Child Care Centres. The Providers and their Board members have all expressed that this training was very helpful to them in understanding the importance of active Board Governance.

## **Emergency Medical Services**

### **Ambulance Service Review**

As indicated in previous reports, the Ambulance Service Review process is one based on a quality peer evaluation through which the Ministry of Health and Long-Term Care (MOHLTC) issues 3-year licenses to operate ambulance services. On June 1st, 2nd, & 3rd the MOHLTC review team visited our operations. The comprehensive review took two and one half days. At the Board's head office, their team of 4 reviewed our management files, Human Resources files, Policies & Procedures, operational documents, patient care charting, and ambulance maintenance records. In the field, they had a team of over 8 paramedics selected from other services by the MOHLTC reviewing operations at each of the EMS Stations. They reviewed the contents of the ambulances, paramedic activity and station requirements. An exit interview was held on the last day to give a general overview of the results of what was evaluated. At that time, the Review Team did not reveal any major deficiency that would require attention prior to the final draft report. Many good practices were noted and we anxiously await our draft report which is to be sent within 90 to 120 days of the review.

### **OPSEU Bargaining**

The OPSEU Collective Agreement expired in December of 2009. Due to the many management changes at the DSB, it was agreed that bargaining would commence in the spring of 2010. After 4 days of bargaining, a new tentative Collective Agreement was reached on April 27th. This agreement was then ratified on May 26th by the OPSEU membership and on May 27th by the DSB Board.

### **Electronic Paramedic Call Report (EPCR) Deployment**

The deployment of ZOLL Tablet EPCR occurred during the second quarter. The ZOLL software allows paramedics to capture call reports electronically on a laptop computer in the ambulance. While there were some delays, we have had the support of our IT Department and the ZOLL IT Support team. Most of the technical issues have been resolved and we are in a period of gathering data so that we can run internal reports. Until we have a good sample of data we will hold off on looking into the reporting features.

### **New EMS Stations**

The option of building 2 new ambulance stations was considered for Little Current and Foleyet. After setting internal user requirements, the engineering firm of JL Richards was contracted to produce drawings and tender documents. The results of the tender process saw approval for a new building in Little Current. Due to the estimated costs

coming in well over predicted costs, it was decided that alternative options would be sought for replacing the existing facility in Foleyet. During the third quarter, DSB administration will review other options.

### **New Hires**

The process for hiring new part-time Primary Care Paramedics began in March with a job posting. The comprehensive testing process took over 2 months to complete. Testing requirements included resume short listing, followed by an invitation to on-site testing. During on-site testing the recruits underwent a written test, 2 oral medical scenarios, and 2 random equipment testing stations. The top candidates from the on-site testing were invited to a face-to-face interview. After references were checked, the top candidates were offered employment pending successful completion of the orientation program. Included in the 4-day orientation was base hospital certification and emergency vehicle driving instruction.

We had received over 100 resumes for selection and in the end we hired 11 casual part-time paramedics and 1 full-time paramedic. The compliment hired falls in line with previous years' numbers.

### **New Management Titles**

Based on a 2008 report by the EMS Chiefs of Canada, the EMS Department sought the change of current titles to fall in line with the proposed standard throughout Canada. Approved at the June Board meeting, the new titles were adopted with the Director of EMS becoming the Chief of EMS, the Operations Manager becoming Deputy Chief, the Quality Assurance Manager becoming Commander of Quality Assurance and the Field Managers becoming Field Superintendents. It is believed that the new titles will lend themselves to a greater understanding of rank, not only within the EMS industry, but amongst other Emergency Services.

## **Ontario Works**

### **Employment Ontario**

The Manitoulin-Sudbury DSB Chapleau office location has been chosen to deliver the new Employment Ontario Services, effective August 1st, 2010. We submitted our Employment Services Business Plan as well as our Employment Transition Plan to the Ministry of Colleges, Training and Universities (MCTU) in May in order to plan and prepare for the delivery of this new program. Due to the nature and amount of the work involved, a new position was created and posted. We are pleased to announce that Janick Nadeau, a former employee of the DSB, is the successful applicant for the Job Developer/Employment Consultant position. Janick has 2½ years of Employment Ontario experience and will be a valuable asset to this Program.

## Ontario Works Caseload

The Ontario Works Caseload remained stable at an average of 494 during this 2nd quarter. Compared to last year at this time, the caseload has increased by 14%. The caseload rise is due to the high rate of unemployment in our area and individuals who are applying for social assistance once they have exhausted their Employment Insurance. The 2010 budget was based on an estimated monthly maximum caseload of 450. If the caseload maintains its current trend, we are looking at a gross budget deficit of \$202,026 and \$39,193 municipal deficit for 2010.

## Labour Market Website

The Labour Market Website that we developed two years ago currently contains information for the LaCloche-Manitoulin area. We have expanded this project to include the Sudbury East and Sudbury North regions by partnering with local Economic Development agencies that hired Summer Students/Interns to work on the collection of the data and inputting the information onto the website. The LaCloche-Manitoulin area is currently being updated to ensure accuracy of information for those seeking a labour market profile that is reliable, current and accessible to employers, agencies, unemployed, potential investors and the general public. We anticipate having all of our Manitoulin-Sudbury geographical information completed and up-to-date on this website by fall of 2010. To view the website click the link: [Labour Market Website](#)

## Ontario Works Service Plan

The Ontario Works Service Plan for 2010-2011 has been completed. The plan focuses on how the Manitoulin-Sudbury DSB can improve employment outcomes for people relying on social assistance by providing effective, integrated supports that help them prepare for, find and keep jobs.

The Service Plan further details the supports in obtaining the goal of helping people move towards employment by linking planning to the achievement of two measured employment outcomes:

- ✓ Employment: helping people find and keep jobs; and
- ✓ Earnings: helping people achieve financial independence.

This Service Plan also clearly reflects our practical strategies for achieving improved employment outcomes for Ontario Works participants and providing a full range of employment assistance activities that support the holistic concept of increased employability.

The two-year service plan is a living document which can be reviewed in-year, with potential in year adjustments to targets to reflect any major changes in the environment. The plan is available on the DSB website by clicking the following link: [2010-2011 Ontario Works Service Plan](#)

## **Social Housing**

### **Northern Repair Program**

In March the DSB received an additional \$330,000 as part of the first year of the Affordable Housing Program (AHP) Program. All of this money has been allocated to 15 applicants and these projects are well underway.

For year two we received an allocation of \$800,000. To date a total of \$431,185.00 has been allocated to 23 applicants.

### **Social Housing Repair and Retrofit Program (SHRRP)**

For year two we received an allocation of \$365,916. Twenty projects have been approved and are in various stages of completion. Seven of the projects are for three Non-profit Providers totaling a value of \$139,505. The remaining \$226,411 has been allocated to various DSB owned Social Housing property projects.

### **Building Condition Audits (BCA)**

The RFP for Building Condition Audits was awarded to the Stonewell Group. Audits were conducted in June on all DSB-owned properties and two Non-Profit properties belonging to the Cochrane Temiskaming Native Housing Inc. and Native People of Sudbury Development Corporation. The results of these audits will form the basis for future DSB capital plans.

### **Rental Revenues**

Unlike the first quarter, the second quarter has seen an increase in overall revenue as compared to the same period in 2009 and to the first quarter of 2010. The second quarter rent revenue increased by 5.4% over the first quarter, and may show a recovery towards meeting the projected revenues for the year. Our current rent revenues are \$36,667 under budget in the second quarter compared to \$44,638 in the first quarter. Ongoing vacancy in Sudbury East, particularly Warren with no waitlist, has impacted our revenues and without an influx of applications this may continue. These vacancies have been advertised in order to ensure the units are filled.

### **Property Management Software**

The new software purchased to assist with waitlist management for the public housing portfolio and Non-Profit Portfolio is now in the final stages of completion. With the assistance of all Intake Staff, we have been able to fully input all properties and units and are in the process of populating our current applicants. The waiting list report for the next quarter should be in a new format.

## Summary

We have had a very busy second quarter. If municipal Councils have any questions or would like DSB staff to attend a municipal Council meeting please feel free to contact me at the address below.

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